

GAZELEY PARISH COUNCIL

Gazeley Parish Council to be held in Gazeley Village Hall on Monday 12th February 2024 at 7.30 pm

MINUTES

Present: Councillor Kinnon (Chairman) PK, Chapman (Vice Chairman) LC, Connolly (RC), Grimwood (KG), Moatt (JM), Jolly (SJ) and Raithatha (SR).
District Councillor Dicker (RD)
15 members of the public

24.02.01 Chairman's welcome.

The Chairman welcomed everyone to the meeting.

24.02.02 To receive apologies for absence.

No apologies were made.

24.02.03 To receive any Declarations of Interest, pecuniary and non-pecuniary, pertaining to any matters on the agenda.

There were no declarations made.

24.02.04 To receive reports from external bodies and to take questions or comments from members of the public regarding matters on the agenda.

a) District Council – Cllr Roger Dicker

- Local Plan being drawn up, but has no impact on Gazeley
- No further information concerning the Gazeley school site
- Locality fund has allocated £740 to the Gazeley playpark repairs
- RD now visiting lots of other Parishes as District Councillor so will try to continue to attend Gazeley PC meetings if possible.

b) County Council – Cllr Colin Noble

County Councillor Noble was not in attendance.

c) Public Forum

There were no matters raised.

24.02.05 To confirm by resolution the appointment of a new Parish Clerk and RFO, including Payroll and Accounting

It was unanimously **RESOLVED** to appoint Mrs Karen Peck as the Clerk and Responsible Finance Officer for Gazeley Parish. Payroll services to be conducted by Redshoes Accounting and the Parish Council will adopt Scribe Accounting Package

to manage Parish Finances at a cost of £420.00 per annum, a one off professional services fee of £249.00 approved for set up support to allow easy transition for year end.

Proposed CL Seconded SR

24.02.06 To approve the minutes of the Meeting of Gazeley Parish Council, held on Monday 8th January 2023; see meeting report item.

It was unanimously **RESOLVED** to approve and sign the Parish Council meeting Minutes of 8th January 2024.

Proposed PK Seconded LC

24.02.07 To receive the interim Clerk's Report on outstanding matters.

24.02.06 Clerk's Report (Laurence)

a) Decarbonisation and street lighting

West Suffolk have quoted for replacement of 4 (possibly 5) streetlights in the Eastern end of Tithe Close. Total Cost £1625.83 +VAT. These are effectively part of the 'usual' Suffolk maintenance scheme but will be done as a first tranche of the Decarbonisation Scheme. The invoice simply needs forwarding to SCC whereupon a net refund will be made. Suffolk Streetlighting will continue to plan upgrades for the remaining Gazeley streetlights.

b) Playpark

Roger Dicker's Locality Fund has kindly agreed to contribute £740 toward the Playpark repairs. Repairs are required to the matting and handles. Quote received from mcplayparks and budgeted / approved. Repairs to be carried out ASAP. We have applied to Colin Noble for details concerning other funds that may be available to us for the balance of the cost. We plan to have the works completed within Feb / early March depending on contractor availability.

c) Savills (Allotments, Flooding, Cricket Hut)

PC has attempted to make contact with Savills concerning these matters. There has been no response over the phone or via email from the Savills representative.

d) Finance

Assuming that the Parish council has a new Clerk, we will need to commence transferring the bank account access to the new clerk. This should not affect Cheque transactions. We will be looking to support both internet and telephone banking.

24.02.08 Finance Matters

a) Authorisation of all/any outstanding payments and the signing of the monthly schedule of payments; see meeting report item.

No payments were approved.

b) Monthly finance report; see meeting reports item

24.02.08: Finance Matters

b) Finance Report

- Bank statement summary was presented by LC

c) Budget, Band D, Tax Base – Cllr Connelly summarised the budget and precept figures

d) Confirm precept as filed with WSC

- LC Confirmed that the Precept had been filed with WSC for £20,500.00

c) To confirm the amount of the approved budget, the Band D amount and tax base for 2024-2025; Audit plans 23/24/25; see meeting report item

It was unanimously **RESOLVED** to approve the 2024 -25 budget at £23525.00 and to appoint S&J Accounting as Internal Auditors. **Proposed PK Seconded LC**

e) To confirm the precept for 2023-2024 as filed with WSC; see meeting report item

It was unanimously **RESOLVED** to approve a precept request for £20,500 for the 2024/25 financial year. **Proposed PK Seconded LC**

24.02.09 To adopt by resolution the NALC revised Model Standing Orders and a motion to amend the Parish Council's ordinary meeting schedule; see meeting report item

It was unanimously **RESOLVED** to adopt the NALC revised Module Standing Orders. **Proposed PK Seconded LC**

24.02.10 New Parish Website and storage of records for GDPR purposes

It was unanimously **RESOLVED** to, with immediate effect adopt www.gazeleypc.co.uk as the Parish Council's official website and one drive storage for all Parish Council business. **Proposed LC Seconded PK**

24.02.09 Councillors' reports on matters to be brought to the attention of the parish council.

- JM – Hedge at The Hutch had been raised as a matter of concern as it overhangs the road. SR advised that he was aware that this had been reported to the council and that there is ongoing dialogue between the parties.

- RC advised that he would request The Forge discuss the construction plans for an upcoming meeting. KG advised that some wall reinforcement had commenced.

24.02.10 To note items for inclusion on the next agenda or publication.

No items were raised.

24.02.11 To note that the next Meeting of Gazeley Parish Council is scheduled to take place on Wednesday 6th March 2024 at 7pm in Gazeley Village Hall with refreshments provided from 6.30pm.

The meeting closed at 20:20

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Karen Peck
Clerk and Responsible Finance Officer

Gazeley Parish Council

6th March 2024

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Paul Kinnon
Chairman